

Department of Retirement Systems

JOB OPPORTUNITY

RECRUITMENT #L01014

Opens: September 26, 2001

Closes: Open until further notice

RETIREMENT SERVICES ANALYST 4 (13238)

\$2984 - \$3818 per month (Range 49)

LOCATION: The register established by this recruitment will be used to fill future vacancies as they occur.

DUTIES: Supervises an assigned unit of Retirement Services Analysts. Directs staff in the provision of retirement coverage for client caseload and support functions. Assigns, schedules and monitors quality and quantity of work. Establishes policies and procedures; supervises planning and development of program objectives.

HOW TO APPLY: Send a completed Washington State job application to:

Department of Retirement Systems
Human Resources
PO Box 48380
Olympia, Washington 98504-8380

**WHO MAY
APPLY:**

This recruitment is open to anyone who meets the requirements. Note: Candidates currently on the register for recruitment #L00010 need not reapply as these registers will be merged.

REQUIREMENTS: One year of experience as a Retirement Services Analyst 3;

OR

A Bachelor's degree and three years of professional finance, auditing, accounting, management analysis, claims or tax experience in a retirement, unemployment, disability, insurance, financial, or allied program area, one year of which must have been as a supervisor or designated lead worker.

Additional professional experience may be substituted, year for year, for education.

**EXAMINATION
PROCEDURE:**

The examination is an evaluation of your experience and training. The test questions are printed below. We will mail your score to you, but we cannot tell you your ranking on the list of job applicants.

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EXPERIENCE AND TRAINING EXAMINATION

Instructions: Type or write your answers to these questions on additional sheets of paper, numbering your answers to correspond with each item listed. Place your name and social security number on each sheet of paper and attach the sheets to your completed application. Only answers that are completed per these instructions will be rated. Additional information will not be accepted after the closing date of this announcement.

1. Do you have a Bachelor's or Master's degree in business or public administration, economics, accounting or a closely allied field? If so, specify degree, major, school, and date received.

FOR EACH OF THE FOLLOWING ACTIVITIES FOR WHICH YOU HAVE EXPERIENCE, LIST:

- Job Title
 - Employer or organization
 - A description of the specific duties YOU performed relevant to the activity, including the information requested in the questions below
 - Dates and number of months you performed these duties
2. Serving as a leadworker as a part of assigned job duties. Specify if this included assigning and monitoring work, conducting one-on-one training, and mentoring employees. For each employee you led, list the employee's job title, the specific duties you performed, and the dates and number of months you led the employee.
 3. Supervising employees. Specify if this included conducting formal written performance evaluations, counseling employees, and developing performance standards and training. For each employee you supervised, list the employee's title, the specific duties you performed, and the dates and number of months you supervised the employee.
 4. Serving as a designated member of a project team (e.g., for developing a system, implementing legislation). List three examples if possible. For each example, briefly describe the project, your role (e.g., team member, manager, note taker), the team's accomplishments, and the dates you participated.
 5. Serving as a member of a quality or process improvement team. List three examples if possible. Do not use the same examples you listed in item #4. For each example, briefly describe your role on the team, any initiatives that were implemented by your employer/organization, and the dates you participated.
 6. Giving formal educational or training presentations or workshops to groups of at least four persons. (*Formal* presentations are those which are planned, scheduled, and carefully prepared using a training plan.) List up to five examples. For each example, specify topic, number of times you gave the presentation/workshop, and size and type of group. Also, briefly describe any training plans you developed for these presentations that included written desk-level procedures or step-by-step instructions.

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7. Developing and writing organizational policies or procedures that were implemented. List up to three examples. For each example, include a brief description of the policy or procedure you developed and wrote and the work group for which it was designed and implemented (e.g., your work unit, a division, the entire organization).

Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the [Applicant Profile data sheet](#). This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.

The State of Washington is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam Era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in alternative format, may call the Human Resources Office at (360) 664-7065 or TTY (360) 586-5450.